

On-line Data Entry System for MA Piping Plover Census Form (PIPLODES)



Photo courtesy of H. Fone

USER MANUAL

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On-line Data Entry System for MA Piping Plover Census Form (PIPLODES): USER MANUAL

Introduction to the PIPLODES

The Natural Heritage & Endangered Species Program of the Massachusetts Division of Fisheries and Wildlife has developed an on-line data entry system which will allow shorebird cooperators that monitor Piping Plovers (*Charadrius melodus*) to complete and submit state census forms through a web portal. Major benefits of this system include:

- Increases efficiency of data submission by shorebird cooperators
- Allows monitors throughout the state to submit census form data online via a structured submission process
- Creates census form documentation for the state based on a normalized set of inputs, enabling standardized reporting and new analytics
- Improves quality of quantitative and qualitative census data submitted by monitors on the census form and imported to the state database
- Facilitates the analysis of state-wide census data

The immediate goal of the PIPLODES is to provide an on-line solution to reporting the Piping Plover census data. One of the goals of the system is to continue to grow with the needs of the Massachusetts shorebird cooperators. With that effort in mind, we encourage feedback and suggestions on how to enhance and expand the system.

How to Use this Manual

This manual is primarily about work procedures and answers the question “How do I...”. The document has been divided into two sections based on the roles of “administrators” and “all users”.

Each page title begins with either: **Administrators** or **All Users** to denote which users will have access to specific functionality.

Furthermore, each instructional page follows a similar layout:

Background: This section explains what the instructions or system page relates to

User Level Required: This bullet states which user level has access to the functionality discussed on the page

Steps: This segment outlines input options and resulting data screens

This user manual contains short procedural information. For an explanation of each field please refer to the reference section within the **PIPLODES REFERENCE GUIDE AND DATA DICTIONARY.**

PIPLODES: Helpful Hints

Special Symbols in the System and the Manual:



Question Mark Symbol. This symbol is used throughout the system reminding users there is additional information hidden under the symbol which gives further information about a specific field.



Exclamation Symbol. This symbol is used to remind users to review the list of causes of egg/chick loss.



Don't forget reminders. This symbol is used within the User Manual to give helpful hints on what to remember.



Red outlined boxes. If the user tries to "save" data without completing a required field, the system will remind the user if a required field has been forgotten by outlining the field in red. Simply fill in the required data and hit "save" for the data to be captured.



The Plus Symbol. This symbol allows the user to add a record. Anytime this symbol is displayed, the user may click on the symbol to add information such as: exclosure design information, a new nest for the site, egg losses, chick losses.



The Pencil Symbol. This symbol means the user can click on an existing record and make edits. Once a record such as an exclosure type, nest, egg or chick loss is recorded, the user may click on the pencil to edit the data.



The "X" symbol. This symbol allows the user to delete a particular record that has already been created. The user clicks on this symbol, the system will ask the user to confirm that they want to delete that particular piece of information as a precaution. For example a pop-up box will appear asking "Are you sure you want delete this nest?". The user must select "Ok" for the deletion to occur or select "Cancel" to cancel the action.



The Magnifying Glass Symbol. Clicking on this image will allow the user to see the detail that was entered under the Nest Details, Egg Loss or Chick Loss screens.



The Map Symbol. This symbol allows you to click on the image and see the location of the nest per the nest coordinates that have been entered. Please make sure to confirm your nest location by clicking on this link to ensure the GPS coordinates were entered correctly.

Types of Field Data Capture in PIPODES

There are several different types of field data capture within the system. Below is a list of the field types and the functionality behind them.

Multiple Option Boxes:

Field name: 

Text box followed by ... This is a multi-functional field. The user should choose from the drop down list by clicking on the "...". If the selection the user is looking for is not in the drop down list, then type in to the text box directly.

Edit Buttons: 

In order to enter any data in the system, the Edit button must be selected before data will be accepted.

Save Buttons: 

The "Save" function buttons are to save entered data and are located within pop-up boxes or on upper-right hand corner of the page.

New Buttons: 

The "New" function buttons are selected to create a new record and are located on the top right-hand side of the page or at the bottom of the list of items.

Add Buttons: 

The "Add" function buttons are used to create new "nest" records to the site census report.

Types of Field Data Capture in PIPLODES (continued)

Select/Check Boxes:

Field Name

Select Box: This box simply requires a "click" in the box which will add a "check mark"

Example: Found after hatching ☐

Check Box, Then Edit:

For some select/check boxes, once a “check” appears in the box, then the subsequent boxes can be edited such as: ☒ Adult mortality

Mortality with a nest ☐

Date found

Number found dead

Mortality comments

Open Text Boxes:

Comments on fledged chicks

Date Fields:

There are fields that required a date to be populated in the system. Since many times, an exact date cannot be provided, a date range is offered. If an exact date is known, simply enter that date in the first date field. If only a range is known, then enter both dates in the corresponding fields.

[illegible]

PIPLODES: Roles

For the purposes of PIPLODES, there are two basic roles for each organization. Depending on the organization, there can be multiple people listed under each role.

The Organization Administrator

The Organization Administrator, or Org Admin, is responsible for managing new sites and users for a specific organization. This role also includes the final approval for the PIPL Census Form and releases the data to the State at the end of the season.

The Organization User

The Organization User, or Org User, is responsible for completing the site-specific census forms and submitting for internal review.

Administration

To ensure a level of database security and to avoid unintended or unauthorized users, there are several safe guards that have been established within PIPODES.

User Authentication System

To ensure data security, each user will be issued a username and password which will be required for every system login. It is strongly advised that all users change their password upon initial entry into the system. When users are originally established, a security level will be established dependent on which access is required for that individual. There are three user levels built into the system. Each level will hold an increasing level of access to the system.

User Access Levels

Org User:

This level will be utilized by most field monitors and allows the user to:

- Enter and edit all census form fields available for the org(s) and year(s)
- Edit person record (not email address, which is used for logging on; users must request an email address change from the Database Administrator)
- Switch "current" organization for which they are reporting to another (if assigned to more than one)
- Run queries and reports
- Approve a census form for internal review
- Set the "map ready" flag

Org Admin:

Each organization will designate an Org Admin who will be responsible for:

- All of the above, plus...
- Editing the details of organization
- Creating and editing sites for organization
- Creating and editing people (users) for organization
- Setting user permissions for people in organization
- Approving each site census form for state review

Super Admin:

This level has been created for the database manager and architect

- All of the above access, for any organization, plus...
- Create new organizations
- Review completed census forms from all organizations

All Users: System Layout


The user interface or menu bar is located on the left-hand side of the screen and contains eight selectable commands and options which allows the user to access different aspects of the system. Dependent on the user's access level, access to some options may be limited.



Menu Options	Access Level Required
Dashboard	All levels
Census Forms	All levels
Reports	All levels
Organizations	Org Admin and Super Admin
Sites	Org Admin and Super Admin
People	Org Admin and Super Admin
Admin	Org Admin and Super Admin
Query Tool	Super Admin

All Users: How to Log In

Prior to user access being obtained, an ID and password will be generated by each organization's PIPLODES administrator. After gaining access, the user will be able to change their password.



On-line Data Entry System
for MA Piping Plover Census Form

ID or Email:

Password:

All Users: The Dashboard

Background: The Dashboard Screen is the first screen the user will see after logging onto the system and is split into six sections.

User Level Required: All User Levels

User specifics: <ul style="list-style-type: none"> - Session start & expire time* - User level (Role) - Organization - Edit my record^ 	Announcements: <ul style="list-style-type: none"> - Notices from Natural Heritage - Alerts on new system rollouts
Sites: <ul style="list-style-type: none"> - Partial alphabetical list of sites user has access to 	Recently edited census forms: <ul style="list-style-type: none"> - List of census forms recently edited
Nests by Town: <ul style="list-style-type: none"> - Count of reported nests by town 	Logged-In Users <ul style="list-style-type: none"> - List of users currently on the system associated with your organization

*Sessions will expire after two hours of no activity

^ Allows user to review Person Details page, change password and view permission levels

Screenshot of Dashboard:

Dashboard

Census Forms

Reports

Organizations

Sites

People

Admin

Query Tool

* LOGOUT *

Cris Luttazi

Session start: 06/10/2015 5:57 pm
Session expire: 06/10/2015 7:57 pm
IP address: 173.166.69.165
Role: SuperAdmin
Current org: Mass Audubon
Edit my record: [Cris Luttazi](#)

Sites

XX [2nd Bird Island](#)
DAP [Barney's Joy/Little Beach](#)
TBP [Beach Point](#)
YCB [Cris' Beach](#)
BDNSI [Dead Neck Sampsons Island](#)
MVDB [Dogfish Bar](#)
DDB [Duxbury Beach](#)
SES [East Sandwich](#)
TFB [Fisher Beach - South Pamet](#)
XX [Jon's Beach](#)

Nests by town

Dartmouth: 11
Sandwich: 10
Truro: 10
Aquinnah: 6
Barnstable: 6
Duxbury: 4
Chatham: 4
Mashpee: 3
Dover: 2
Wellfleet: 1

Announcements

- [Census dates are June 1 through June 9](#)
- [Three new queries and reports added](#)
- [Six new organizations now online for pilot!](#)
- [Egg loss and chick loss coming soon!](#)

[See all announcements...](#)

Recently edited census forms

2015 Katie's Beach	06/02/2015 4:41 pm
2015 Jon's Beach	06/02/2015 3:12 pm
2015 Scorton Shores	06/02/2015 10:59 am
2015 Barney's Joy/Little Beach	06/01/2015 6:33 pm
2015 Dead Neck Sampsons Island	05/31/2015 4:00 pm
2015 2nd Bird Island	05/21/2015 2:40 pm
2015 Scorton Neck (Torrey)	05/07/2015 5:03 pm
2013 Town Neck	05/07/2015 5:03 pm
2014 Town Neck	05/07/2015 5:03 pm
2015 Town Neck	05/07/2015 5:03 pm

Logged-In Users

Cris Luttazi (Mass Audubon) (5:57 pm)

Administrators: Organization Details Page

Background: This page reviews all an organization's detail information as listed below in the layout.

User Level Required: Org Admin or Super Admin

Layout: This page is broken into four sections:

1. **Organization Details:** organization contact details
2. **Sites:** a list of sites the organization represents
3. **Staff/volunteers:** a list of authorized users for the organization
4. **Permissions:** the access level for each user


The Org Admin user will be able to update their specific organization's contact details. This is accomplished by selecting the "Edit" button in the upper right hand corner of the screen.

Organization Details <ul style="list-style-type: none">○ Contact information
Sites <ul style="list-style-type: none">○ List of site names, town, organization responsible and site comments
Staff/volunteers <ul style="list-style-type: none">○ List of staff that have been given permission to access the system, what town they are associated with, organization and comments
Permissions <ul style="list-style-type: none">○ List of users and access levels by year

Administrators: Organization Details Page (continued)

Steps: Click on the Organizations button on the left panel to view the list of organizations. Click the “New” button at the bottom of the page to open the Organization Details page and complete the form provided.

Screenshot of a new Organization Detail:



Dashboard

Census Forms

Reports

Organizations

Sites

People

Admin

Query Tool

* LOGOUT *

Organization Details

Organization name

Primary contact name

Phone Email

Address

City ST Zip+4

Country

Sites

No sites found.

Staff/volunteers

No people found.

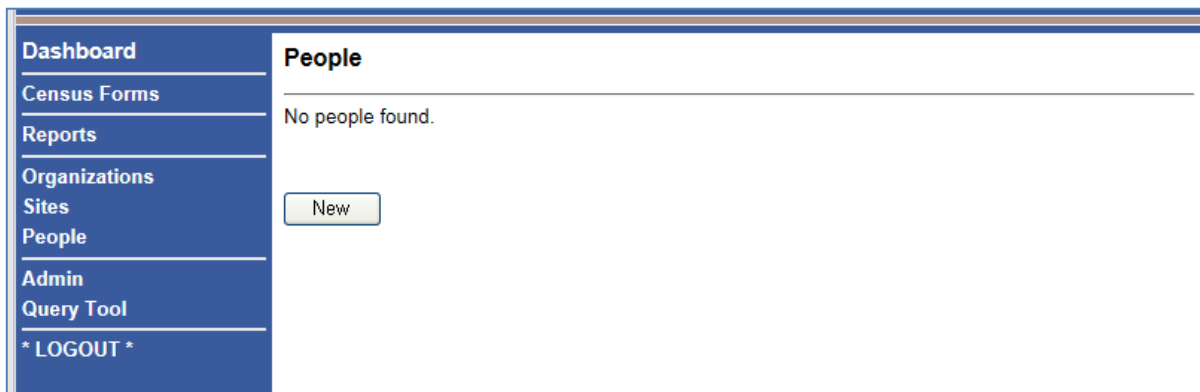
Permissions

Administrators: How to Add New Users

Background: Before a user can access the system, the person must be added under a specific organization.

User Level Required: Org Admin or Super Admin

Steps: Click on the People button in the Menu Bar. The screen will display if there are any users currently registered under the organization. If there are no current users, then the screen will look the image below. The next step is to click the "New" button to add an individual.



Continued Steps: The administrator then completes the Person Details form and saves.

Dashboard Census Forms Reports Organizations Sites People Admin Query Tool * LOGOUT *	<h3>Person Details</h3> <div> <div>First</div> <div>Last</div> <div>Save</div> </div> <div> <div>New</div> <div>Person</div> </div> <div> <div>Phone</div> <div>Email</div> </div> <div> <div>My organization: Birds R Us</div> </div> <div> <div>Comments</div> <div>New person created by Cris Luttazi</div> </div> <div> <div>Address</div> <div>Line 1</div> <div>City</div> <div>ST</div> <div>Zip+4</div> <div>Country</div> </div> <hr/> <div> <div>Database access</div> <div>Current working role: OrgAdmin</div> <div>Current working organization:</div> <div>Set working organization: No permissions found.</div> </div> <hr/> <div> <div>Set a new password</div> <div>Enter a new password</div> <div>Re-enter the password</div> </div> <hr/> <div> <div>Permissions</div> </div>
--	---

Administrators: How to Assign a User's Access Level

Background: After a user is established in the system, the Administration can then set the users access level.

User Level Required: Org Admin or Super Admin

Steps: Click on the Admin tool in the Menu Bar. The User Administration page will then display your organization and different access levels within the organization. Any users already established will appear under the Access Level to which the person has been assigned.

Screenshot of the User Administration Page:

Dashboard Census Forms Reports Organizations Sites People Admin Query Tool * LOGOUT *	<h3>User Administration</h3> <div> <div>Year</div> <div>2015</div> </div> <div> <div>Click on an organization to expand the list</div> <div>Beach Watchers - 0 permissions</div> </div> <div> <div>OrgAdmin</div> <div>Tom McGonegal - Developer!</div> <div>Johnny Wellfleet - New person created by Tom McGonegal</div> </div> <div> <div>OrgUser</div> <div>Cris Luttazi - MAS Coastal Waterbird Project</div> </div> <div> <div>SuperAdmin</div> </div>
--	---

Continued Steps: If a user has not been assigned an Access Level, then click on the level that you wish to grant access and all the organization's currently registered users will appear. Simply click the person's name you wish to grant access to and the name will then appear under that Access Level and the pop-up box will automatically close. Do this for each employee that you would like to assign an access level for.

Selecting a Person:

The screenshot displays the 'User Administration' interface. On the left is a navigation menu with links: Dashboard, Census Forms, Reports, Organizations, Sites, People, Admin, Query Tool, and * LOGOUT *. The main content area is titled 'User Administration' and includes a 'Year' dropdown set to '2015' and a 'Click on an org' section. Below this, there are three expandable sections: 'Beach Watcher', 'OrgAdmin', and 'OrgUser'. The 'OrgAdmin' section is currently expanded, showing a list of users with their names and affiliations. A pop-up box titled 'Select a person...' is overlaid on the right side of the 'OrgAdmin' list, containing a search bar and a list of the same users. The pop-up box has a blue background and a close button labeled 'x close'.


Access Level	User Name	Organization
Beach Watcher	Louise Grindrod	Mass Audubon
OrgAdmin	Tara Huguenin	NHESP
OrgAdmin	Kim Justham	NHESP
OrgAdmin	Jennifer Longsdorf	NHESP
OrgAdmin	Lisa MacGillivray	NHESP
OrgAdmin	Sarah Maier	NHESP
OrgAdmin	Kathy Parsons	Mass Audubon
OrgUser	New Person	Mass Audubon
OrgUser	New Person	Birds R Us
OrgUser	Peter Piper	Mass Audubon
OrgUser	Jon Regosin	NHESP
SuperAdmin	Dan Rosenthal	Mass Audubon
SuperAdmin	Amanda Veinotte	NHESP

Administrators: How to Change or View a User's Access Level

Background: The User Admin page allows one to view the status of all the personnel in an organization that have been given access to the system and shows each user's access level.

User Level Required: Org Admin and Super Admin

Steps: Click on the Organization name to view all users with access to the system.

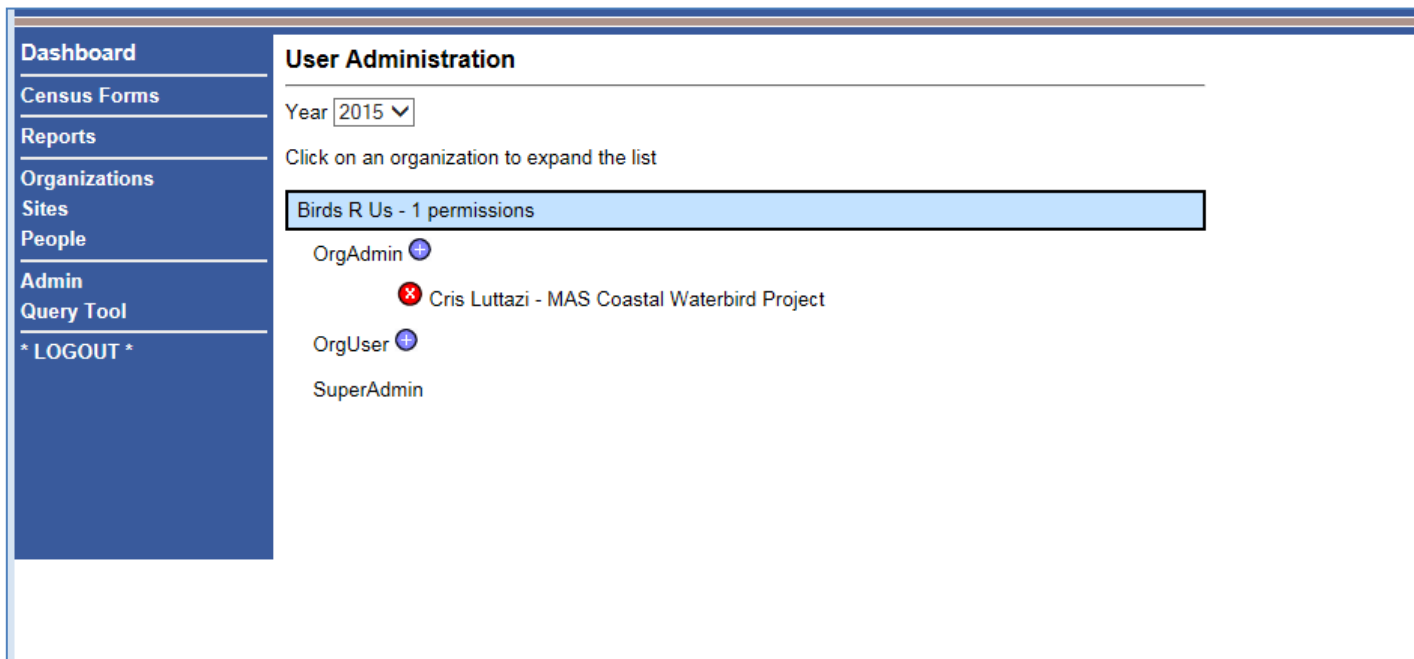
To remove an employee from an access level, click on the  next to their name


To add an employee to an access level, select the User Level the admin would like to assign to the employee, a list of employees will appear to choose from, click on the appropriate employee.



Note that in order to change an employee's user status, the employee first needs to be removed from their existing status and then added into the new status.

User Administration Screenshot:



User Administration	
Year	2015 ▼
Click on an organization to expand the list	
Birds R Us - 1 permissions	
OrgAdmin	+
 Cris Luttazi - MAS Coastal Waterbird Project	
OrgUser	+
SuperAdmin	

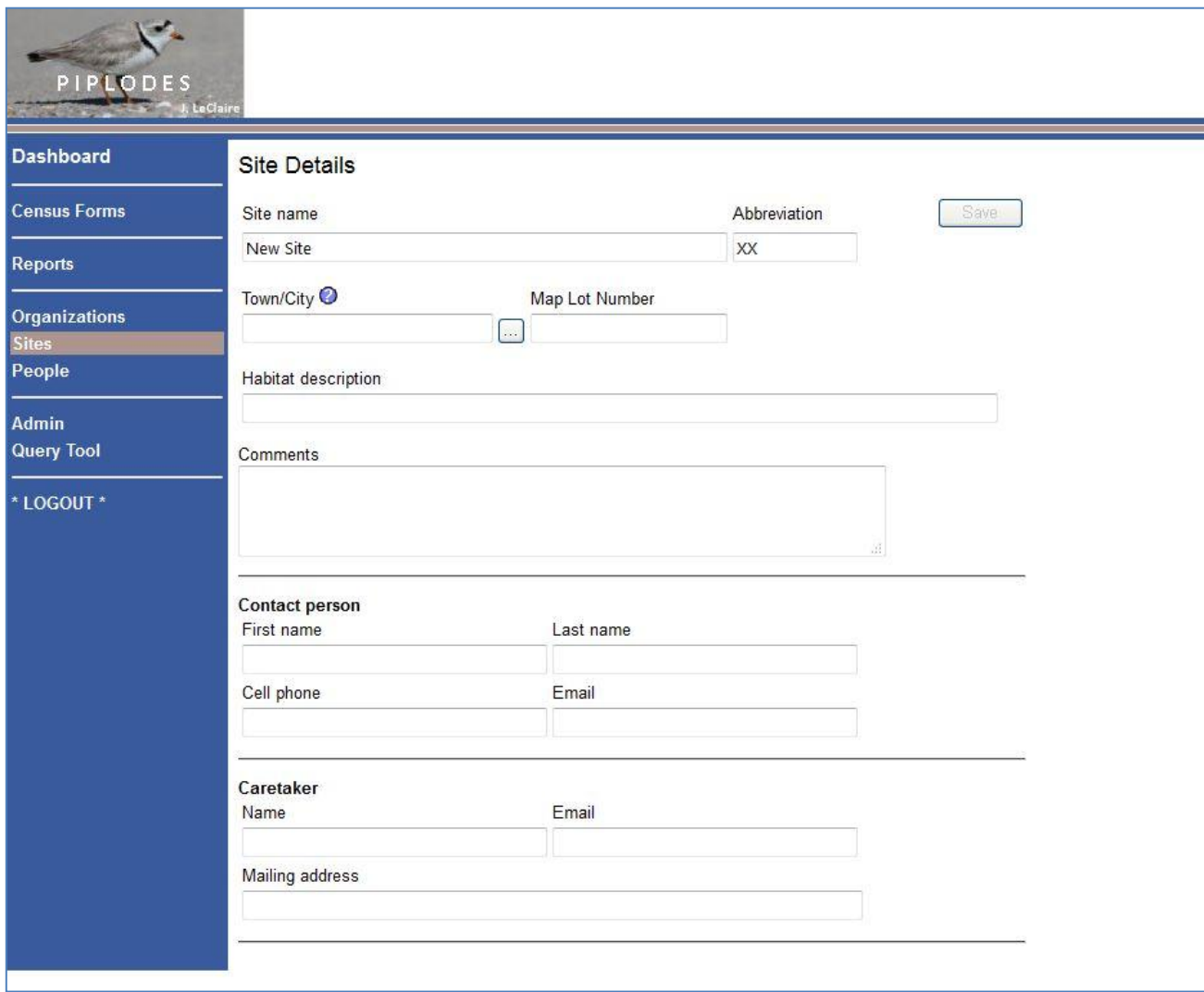
Administrators: How to Create a New Site

Background: Before a census form can be created, the site must be listed under the correct organization. This step allows the Organization Administrator to manage and maintain the sites for their specific organization.

User Level Required: Org Admin or Super Admin

Steps: Click on the Sites button on the left panel to view the list of Sites. Click the "New" button at the bottom of the page to open the Sites Details page and complete the form provided. There are two different contact details which may be captured: The Contact Person and the Caretaker.

Screenshot of Site Details:



Site Details

Site name: New Site Abbreviation: XX

Town/City: Map Lot Number:

Habitat description:

Comments:

Contact person

First name: Last name:


Cell phone: Email:

Caretaker

Name: Email:

Mailing address:



To delete a site from the "Site List" for an organization, simply click on the "Sites" tab to view the list for your organization and click on the  symbol to the right of the site name. Note: A Site cannot be deleted if it has a Census form associated.

Administrators: How to Create a New Census Form

Background: Before a census form is completed, the form must be created. This ensures that that multiple forms are not created for the same site in the same year.

User Level Required: Org Admin or Super Admin

Steps: Click on "Census Forms" in the left panel. Then click the "New" button in the upper right-hand corner.

The screenshot shows a web application interface. On the left is a blue sidebar with a menu containing: Dashboard, Census Forms, Reports, Organizations, Sites, People, Admin, Query Tool, and * LOGOUT *. The main content area is titled 'Census forms'. Below the title is a sub-header 'Birds R Us - 2015'. There is a table with the following columns: Site, Nests, Index pairs, Total pairs, Approved internal, Map ready, and Approved external. The table contains one data row with 'Bird Island' in the Site column and '0' in the Nests column. All other cells are empty. In the top right corner of the main area, there is a 'New' button.

A pop-up box will appear which will have two drop down boxes. The first will list the year and the second box will list all the sites that have been created for your organization.

Continued Steps: Select the Year and Site you would like to create a census form for then click on "Add".

This screenshot is similar to the previous one, but it includes a pop-up dialog box. The dialog box is titled 'Add a new census form' and has a close button labeled 'x close' in the top right corner. Inside the dialog, there are two dropdown menus. The first dropdown menu shows '2015'. The second dropdown menu is labeled 'Select a site...' and is currently empty. To the right of these dropdowns is an 'Add' button.



If a site does not appear on the site drop down list that means the site has not been created in the system.



If you receive an error message, that means a census form has already been created for that particular year and site. Please review the list again and simply click on the correct site name to access the census form.

Administrators: How to Create a New Census Form (continued)

Screenshot of a new Census Form:

Dashboard

Census Forms

Reports

Organizations

Sites

People

Admin

Query Tool

* LOGOUT *

Census Form Details

Mass Audubon - Dead Neck Sampsons Island - 2015

Contact information: Cris Luttazi - 508-362-7475 x 9352 - cluttazi@massaudubon.org

Edit

Observer names

Census remarks

Contact name

Email

Cris Luttazi

Census results

Index count

Total count

Number of pairs

Unpaired adults

Monitoring effort

1st - 15th

16th - EOM

April

May

June

July

Additional comments

List pairs not present during the index count period

Exclosure design	A	B	C
Shape			
Diameter/Length of side			
Size of wire mesh			
Total Height			
Height above ground			
Depth buried			
Cover material			
Cover spacing/mesh size			

Note: The Contact Information on the top of the page will reflect the "Organization" contact details. In this case the organization is "Mass Audubon", the Site is "Dead Neck Sampsons Island" and the organization contact information is below.



Remember the question mark symbol. This system tells the user that a "hover tip" is available. Simply move your cursor over the symbol and a helpful hint will be display with further information on that particular field.

All Users: Census Forms

Background: The Census Forms Screen lists all census forms that have been created for each year, alphabetically by site. For each site there is a running total of nests that have been entered, as well as, index pairs and total pairs. In addition, there are three status boxes that allow the viewer to see the current status of census form. All data that appears in the six boxes is populated by fields on the site-specific census form. This allows the Org Administrator to have an overview of each site and see what has been entered. Also, if no data has been entered the user has the option to delete the census form.

Screen shot of Census Form page:

Census forms								
Mass Audubon - 2015								
	Site	Nests	Index pairs	Total pairs	Approved internal	Map ready	Approved external	Delete ?
	2nd Bird Island	6		13	✓			
	Acapesket Beach	0						✗
	Acoaxet	0						✗

Check Boxes: There are three check boxes that appear for each site that appear on the Census Form Overview page. This data is captured at the end of each individual Site Census Form page and displayed here. This allows the Org Admin to review the form prior to submittal to the State. See

All Users: Census Form: Approvals and Updates for additional information.

All Users: Entering Data into PIPL Census Form

Background: A new census form will allow you to see some of the fields available for capture however none are accessible until the user selects the **Edit** button.

User Level Required: All User Levels

Steps: The new census form has an "Edit" button in the upper right-hand corner. This button needs to be selected so data may be entered onto the form.

Dashboard

Census Forms

Reports

Organizations

Sites

People

Admin

Query Tool

* LOGOUT *

Census Form Details

Mass Audubon - Acapesket Beach - 2015

Contact information: Brynna Bolger - 508-362-7475 - bbolger@massaudubon.org

Edit

Observer names

Census remarks

Contact name

Brynna Bolger

Email

Census results

Index count

Total count

Number of pairs

Unpaired adults

Monitoring effort

1st - 15th

16th - EOM

April

May

June

July

Additional comments

Nests for this site

No nests found.

Management Research Action and Needs

Edit


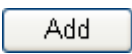
Symbolic fencing

Exclosure design	A	B	C
Shape			
Diameter/Length of side			
Size of wire mesh			
Total Height			
Height above ground			
Depth buried			
Cover material			
Cover spacing/mesh size			

23

All Users: Entering Data into PIPL Census Form (continued)

User Level Required: All User Levels

Results: After the clicking on the "Edit" button, a  (plus) button will appear in the Exclosure Design section and an  button will appear under the "Nests for this Site" section at the bottom of the screen.

Dashboard

Census Forms

Reports

Organizations

Sites

People

Admin

Query Tool

* LOGOUT *

Census Form Details

Mass Audubon - Acapesket Beach - 2015

Contact information: Brynna Bolger - 508-362-7475 - bbolger@massaudubon.org

Observer names

Contact name

Brynna Bolger

Email

Census results

Index count

Total count

Number of pairs

Unpaired adults

Monitoring effort

1st - 15th

16th - EOM

April

May

June

July

Additional comments

Nests for this site

No nests found.

Add

Management Research Action and Needs

Symbolic fencing

Census remarks

List pairs not present during the index count period

Exclosure design	A	B	C
Shape			
Diameter/Length of side			
Size of wire mesh			
Total Height			
Height above ground			
Depth buried			
Cover material			
Cover spacing/mesh size			

Save


Save

All Users: How to Create an Exclosure Design

Background: Many different exclosure designs are used throughout Massachusetts so the system allows the user to create three distinct types of exclosures for a site. After the Exclosure Design is created, the user would reference if Design A, B or C was used for a particular nest when populating the Nests for this Site.

User Level Required: All User Levels

Steps: Click on the  (plus) symbol at the bottom of the Exclosure Box.

Exclosure design	A	B	C
Shape			
Diameter/Length of side			
Size of wire mesh			
Total Height			
Height above ground			
Depth buried			
Cover material			
Cover spacing/mesh size			
			

Steps Continued: A Pop-Up box will be displayed on the screen and allow the user to select the dimensions of the exclosure. Once the form is completed, the user clicks "Save" at the bottom of the pop up window (or close without saving by clicking "close" in the upper right corner of the window).

Exclosure details

x close

Shape	(new)	...
Diameter		feet
Mesh size		...
Total height		inches
Height above ground		inches
Depth		inches
Cover material		...
Cover mesh size		...

Save

All Users: How to Create an Exclosure Design (continued)

Steps Continued: Once the form is completed, the user clicks "Save" in the upper right-hand corner.

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Census Form Details

Mass Audubon - 2nd Bird Island - 2015

Contact information: Cris Luttazi - 508-362-7475 x 9352 - cluttazi@massaudubon.org

Observer names
Justin LeClaire, Neil Clark, Karl Reinhold, Ivan Kuraev, Cris Luttazi

Contact name
Cris Luttazi

Email
cluttazi@massaudubon.org

Census results

Index count
Number of pairs
Unpaired adults

Total count
13
1

Monitoring effort

1st - 15th
April
May
June
July

16th - EOM
6
8
8
8

Additional comments

Save

Census remarks
Two pairs on site after census period exhibiting courtship behavior.

List pairs not present during the index count period
012, 013

Exclosure design

	A	B	C
Shape	Other	(new)	
Diameter/Length of side	144		
Size of wire mesh	4 x 4		
Total Height	60		
Height above ground	48		
Depth buried	12		
Cover material	Bird netting		
Cover spacing/mesh size	3/4 x 3/4		

☒ Adult mortality

Mortality with a nest

Date found

Number found dead

Mortality comments

☒

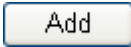
00/00/0000

1

Great Horned Owl ate my birdie

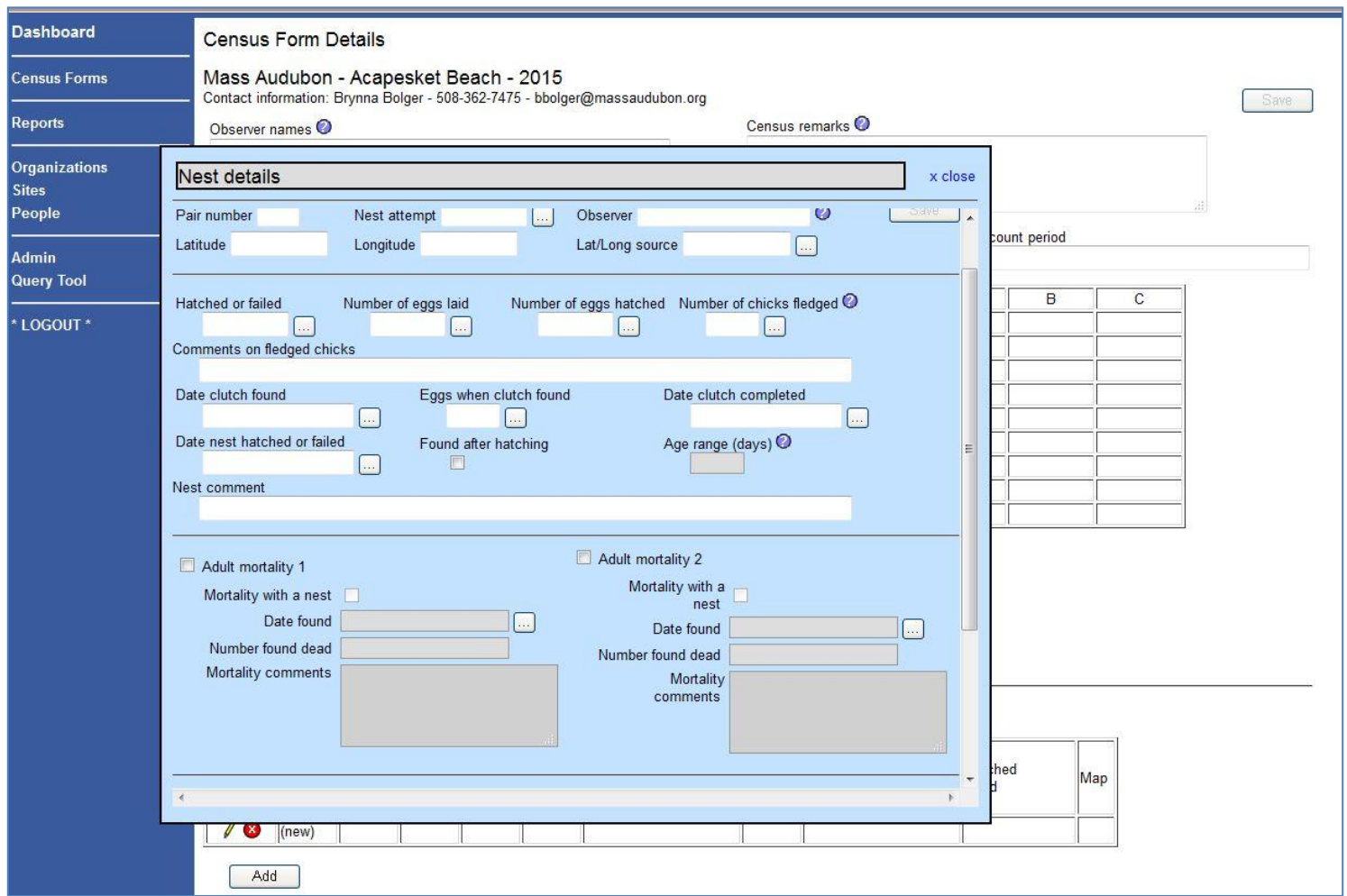
The Exclosure Box will now display the credentials of the Exclosure Design A. If there are multiple exclosure designs for one site, then the user may continue completing additional design forms.


All Users: How to Enter Nest Details

Background: After the user has selected the  button under the "Nests for this Site" section at the bottom of the screen a Nest Details pop-up screen will appear. This page will allow the user to enter all the details of the nest.

User Level Required: All User Levels

Steps: Enter applicable data. Note that this information can be entered as the season progresses so nest data can be entered the day the nest is discovered and then later, additional data can be entered.






- Hover over the  icon to learn about a particular field
- For continuation nests, enter the nest number followed by "cont." For example: **2A cont.**
- GPS coordinates: Captured in decimal format (don't forget the "-" sign!)
- Exclosure Types: The drop down options refer to what was established in the Exclosure Design section under the Site Details screen



All Users: How to Enter Nest Details (continued)

Background: After the user has entered the Nest Details and closes the pop-up box, the new nest will be captured in the Nest for this Site section. This detail section can be edited as additional information becomes available (such as hatching success or nest loss).

User Level Required: All User Levels

Steps: To edit the details section click on the **Edit** button to activate option symbols:  (to edit) or  (to delete). Note the icon next to the nest id will appear as  (to review) when not in edit mode.

Nests for this site



	Pair No.	Nest No.	Eggs laid	Eggs hatched	Chicks fledged	Date clutch found	Eggs when clutch found	Date clutch completed	Hatched failed	Map
 	1	A								

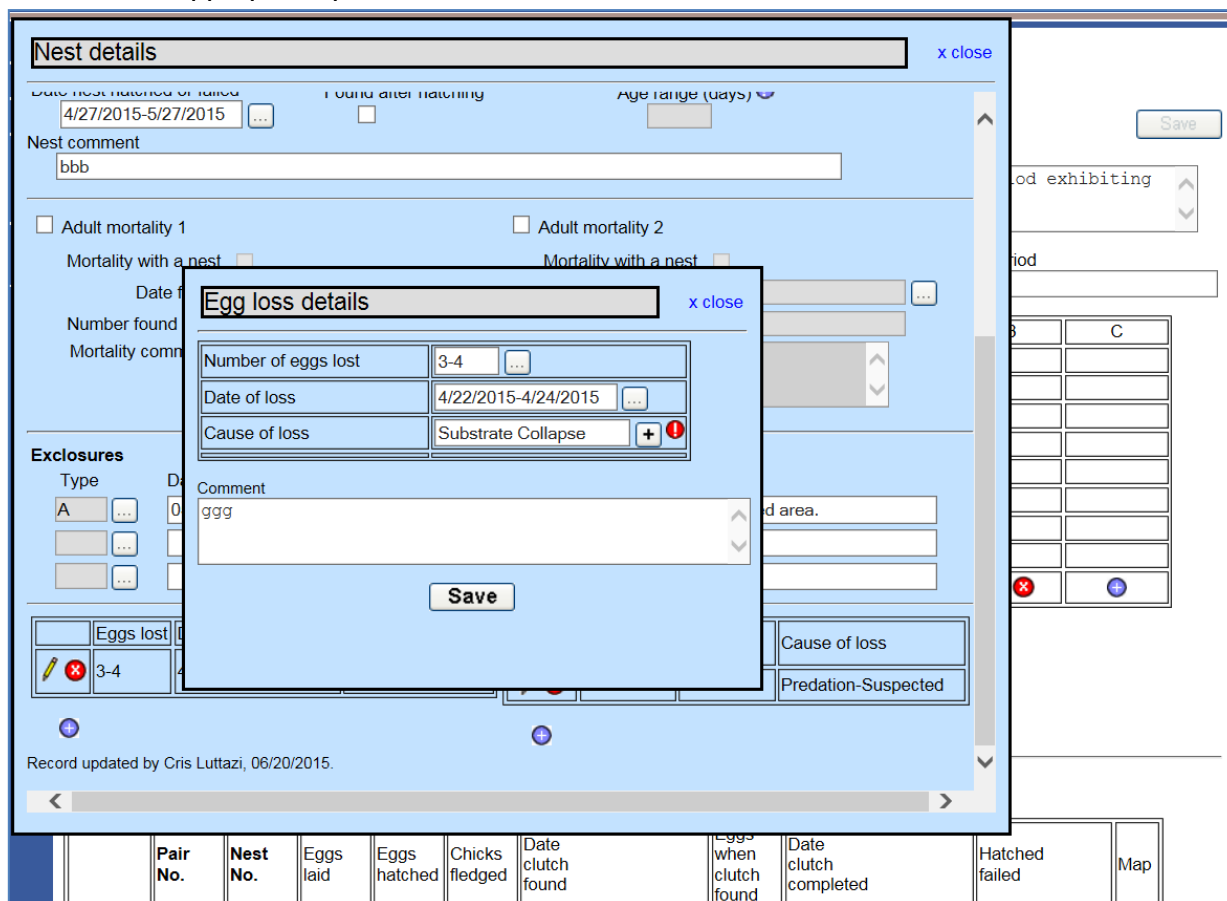
Add

All Users: How to Enter Egg Loss Details & Chick Loss Details

Background: After nest data has been entered into the "Nest Details" page, then Egg Loss or Chick Losses may be entered. The system will default to "No Egg Loss" and "No Chick Loss" until the user enters data into either of these screens.

User Level Required: All User Levels

Steps: Click on the  located at the bottom of the Nest Details page for a particular nest and complete the pop-up window. Be sure to click on the exclamation point  to read the definitions of egg loss/chick loss causes. The + sign next to the "Cause of loss" field allows the user to select more than one option. If the loss is due to a predator, then a new drop down box appears titled "Specific Cause" which allows the user to select the appropriate predator.



The screenshot shows the "Nest details" form with an "Egg loss details" pop-up window open. The "Nest details" form includes fields for "Date nest hatched or failed" (4/27/2015-5/27/2015), "Found after hatching" (checkbox), "Age range (days)" (dropdown), "Nest comment" (bbb), "Adult mortality 1" (checkbox), "Adult mortality 2" (checkbox), "Mortality with a nest" (checkbox), "Date found" (dropdown), "Number found" (dropdown), "Mortality comment" (dropdown), "Exlosures" (Type: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z), "Eggs lost" (3-4), "Cause of loss" (Substrate Collapse), "Predation-Suspected" (checkbox), and "Save" button. The "Egg loss details" pop-up window includes fields for "Number of eggs lost" (3-4), "Date of loss" (4/22/2015-4/24/2015), "Cause of loss" (Substrate Collapse), "Comment" (ggg), and "Save" button. The "Record updated by Cris Luttazi, 06/20/2015." is displayed at the bottom of the "Nest details" form. The table below shows the data for the nest.

Pair No.	Nest No.	Eggs laid	Eggs hatched	Chicks fledged	Date clutch found	Eggs when clutch found	Date clutch completed	Hatched failed	Map

All Users: Census Form: Management Research Action and Needs

Background: This section allows the site monitor to report on specific issues regarding fence maintenance, predators, signage utilized, public interactions and other pertinent information. This section is the historical record for the site and used for many years to come so it is important to capture all relevant facts that the State and future monitors should know when working at the site.

User Level Required: All User Levels

Steps: Complete all relevant boxes and select "Save" after entering information.

Management Research Action and Needs

Save

Symbolic fencing

Exclosures

Predator fencing

Electric fencing

Lethal predator control

Predator harrassment

Signage

Public outreach

Construction/project/event management

Research

Other

Save

All Users: Census Form: Approvals and Updates

Background: To ensure that the proper review has occurred, each site census form has an approval section on the bottom of the census page. This section then will populate the checkmarks found on the Census Form tab (see below images).

Checklist	Authorization	Definition
Approved for internal review	Org User	Checked when form has been completed for the monitoring season and is ready for internal review before being submitted to the State.
Map ready	Org User or Org Admin	Checked when site map incorporating all PIPL nests is completed. Map creation occurs outside of PIPLODES.
Approved for external review	Org Admin	Internal review has been completed and authorization is given to release data to the State.

Steps: Click on appropriate boxes

Approvals and updates

☐ Approved for internal review

☐ Map ready

☐ Approved for external review

 Census record created by Tom McGonegal, 05/07/2015.

 Census record updated by Tom McGonegal, 05/07/2015.

As users check off Approvals and updates the Census forms home page grid is updated with green check marks.

Census forms								
Mass Audubon - 2015								
	Site	Nests	Index pairs	Total pairs	Approved internal	Map ready	Approved external	Delete ?
	2nd Bird Island	6		13	✓			
	Acapesket Beach	0						✗
	Acoaxet	0						✗

Administrators: Reports

Background: This section allows the user access to reports by site, town or by region ranging from how many nests to how many successful fledges.

User Level Required: **Currently under development**

Steps: Complete all relevant boxes and select "Save" after entering information.

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Reports

Select a report, and then select any applicable options...

Egg and clutch counts by date

Limit by location - To select multiple locations, use Ctrl, or Shift, or click and drag

Angelica Point
Ballston Town Beach
Bank Street
Barney's Joy/Little Beach
Bass River Beach
Bassetts Island
Beach Point
Beach Point to Corn Hill
Belmont Condos

☒ Limit to 2015
☒ Sort by location
☐ Sort by date

List locations...
☐ By sanctuary
☐ By region
☐ By town
☒ By site
☐ By nest

Limit by sighting date

Between 05/01/2015 and 06/30/2015

Options...

☐ Exclude empty nests
☐ Include non-reviewed observations

How should the results be returned?

☐ Download CSV file (Excel)
☐ In a formatted table
☒ In a formatted report

Clear all

Run

All Users: Future Functionality

This manual will continue to be updated as new functionality is released in the system.